



**U.S. Department of Justice**

Office of the United States Trustee

*Western District of New York*

*New Federal Office Building  
100 State Street, Room 609  
Rochester, New York 14614*

*(716) 263-5812  
FAX 263-5862*

**GUIDELINES FOR BANKRUPTCY FRAUD COMPLAINTS**

In order to expedite the handling of complaints of criminal violations of the bankruptcy system, we require that your requests for investigation be submitted in writing. Due to the complexity of these matters and the limits of personnel, oral complaints cannot be accepted.

The immense case loads of the agencies involved in bankruptcy criminal referrals require that you submit a clearly written, well organized, and informative complaint containing copies of all back-up documentation. The following is a suggested outline of the minimum information that should be included in your referral to the United States Trustee regarding possible criminal violations of the bankruptcy system.

- 1.) The bankruptcy case name, file number and chapter.
- 2.) A chronological summary, including dates, of the history of your complaint. Remember to include who, what, where, when and how.
- 3.) Number and title each allegation, including a brief narrative of what occurred, referring to copies of relevant documents you have attached. Prove your allegations!
- 4.) Names, addresses, phone numbers, titles and descriptions of all persons involved.
- 5.) A copy of all written documents relevant to your allegation.
- 6.) A statement regarding other referrals you have made in the past and/or involvement of law enforcement agencies.

Your original criminal referral and accompanying documents should be mailed to the Office of the United States Trustee, 100 State Street, Room 6090, Rochester, New York 14614.

Upon receipt of your complaint, the Office of the United States Trustee may supplement the referral to the United States Attorney with available additional information about the case.

It is our experience that only cases in which victims bring forward as much specific factual and documentary evidence as possible are reviewed for possible prosecution.

Thank you for your time and effort.